Vocabulary and Common Data Elements Meeting Notes
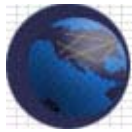
Date, Time & Location:	VCDE meeting 20040617 from 1300-1500 ET (by teleconference)
Attendees:	UPMC • Rebecca Crowley Jackson Lab • Debbie Krupke • Jim Kadin University of Hawaii • Leo Cheung • Lynne Wilkens • Donna Au • Yun Oh Jung City of Hope • Hemant Shah Mayo • Chris Chute Albert Einstein • Xin Zheng Fred Hutchinson • Mark Thornquist • Mike McCormick UC-Davis • Cecil Lynch Roswell Park • David Manning OHSU • Veena Rajaraman

	EMMES Corporation • Brian Campell Penn • Craig Street NCI • Larry Wright • Sherri de Coronado Patient Advocate • Ben Rude SAIC • Kathleen Gundry BAH Team • Christine Richardson • Michael Keller Mike Keller took roll call at the start of the meeting.
Agenda Item #1:	**I. Use Case Template** • Jim Kadin and Xin Zheng are developing a use case template that is based upon the one used by EVS. Frank Hartel provided the use case template to the group. After this template is modified for our purposes, use case examples will be generated. **II. Face-to-Face Meeting** • It was announced that the meeting on July 19th will be held at the BAH offices on Executive Boulevard. • Christine Richardson requested agenda items for the meeting. • The July 15th teleconference will be cancelled in lieu of the Face-to-Face meeting on the 19th. **III. Liaisons** • Christine Richardson announced to the WS that routine reports will be provided by our liaisons to each Domain

	WS as well as the Strategic Working Groups. These reports will include activities and important events from the other domain Workspaces (for the period since the previous VCDE WS meeting. • The Architecture WS meeting on June 24th was announced to the WS, as well as the Architecture WS Face-to-Face meeting on July 27th-28th at Ohio State University. **IV. External Standards Survey** • Kathleen Gundry provided a brief overview of the External Standards Survey document that was distributed to the VCDE WS. Comments were requested from the VCDE WS members. • It was noted that at the Face-to-Face meeting time should be allotted to discuss the External Standards document. **V. caCORE listservs** • Christine Richardson announced that she will assist any VCDE WS participants who would like to be added to the public caCORE subscription listservs.
Agenda Item #2:	**I. Demonstration** • The University of Hawaii team (Leo Cheung, Donna Au, Lynne Wilkens, and Yun Oh Jung) provided a presentation and demonstration of their nutrition/cancer database system. • There were questions concerning nutritional standards. • There were comments on the need for characterizing the distinction between CDEs and controlled vocabularies.
Other discussion items:	

Action Items:	Name Responsible	Action Item	Date Due	Notes
	Jim Kadin Xin Zheng	Review and revise EVS Use Case template for implementation by the VCDE Workspace		
	All	Review and comment on External Standards Survey	June 25, 2004	Send comments to Peter Covitz, Kathleen Gundry (or to Christine Richardson)

Please list below and attach Meeting Materials and Agenda (if prepared separately):